

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B5400186

PRINT DATE: 10/24/14

PAGE: 01

### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

**VENDOR ID:** 1215506280  
TALON PRINTING RESOURCES  
2759 GREENE LANE

BALDWIN, MD 21013  
(410 ) 557-9086

### REFER QUESTIONS TO:

IRIS LESTER  
(410 ) 767-4612  
IRIS.LESTER@MARYLAND.GOV

### ITB:

**EXPR DATE:** 11/15/15  
**POST DATE:** 10/23/14

**DISCOUNT TERMS:** . NET 30 DAY  
**CONTRACT AMOUNT:** .00

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

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AGENCY CONTRACT  
FOR  
PRINTING, SORTING, MAILING  
HOMEOWNERS AND RENTERS  
TAX CREDIT PACKETS

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THIS IS THE FOURTH AND FINAL RENEWAL OPTION FOR THIS COMMODITY.

VENDOR CONTACT: RICHARD CHAFFEE (410) 557-9086

REQUIREMENTS CONTRACT FOR SUPPLYING THE USING AUTHORITY WITH THEIR  
NEED FOR THE FOLLOWING ITEM(S) FOR THE CONTRACT PERIOD SPECIFIED  
BELOW.

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN AS  
REQUIRED BASIS.

QUANTITIES STATED ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS  
ANY MINIMUM OR MAXIMUM GUARANTEE. USAGE WILL BE FOR THE ACTUAL RE-  
QUIREMENTS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE ESTIMATED  
QUANTITIES. CONTRACTS LIMITING QUANTITIES IN ANY WAY WILL NOT BE  
ACCEPTED OR CONSIDERED.

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### TERMS (cont'd):

CONTRACT PERIOD: NOVEMBER 16, 2014 THROUGH NOVEMBER 15, 2015.

THE TERM OF THE CONTRACT WILL BE A PERIOD OF ONE (1) YEAR BEGINNING FROM DATE OF AWARD.

NOTE: THERE ARE NO RENEWAL OPTIONS REMAINING AND THE CONTRACTOR WILL NOT BE BE RELIEVED OF THE COMMITMENT TO THE CONTRACT FOR THE REMAINING TERM.

PRICE ESCALATION/DE-ESCALATION: UPON WRITTEN REQUEST TO THE PROCUREMENT OFFICER, PRICE ESCALATIONS WILL BE CONSIDERED AT THE TIME OF EACH RENEWAL AND SHALL BE BASED ON THE PERCENTAGE CHANGE IN THE U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS (BLS) PRODUCER PRICE INDEX (PPI) FOR COMMERCIAL PRINTING, NUMBER WPU 0947, NOT SEASONALLY ADJUSTED, FOUND AT WWW.BLS.GOV/PPI/. SHOULD THE SPECIFIED PPI BE ELIMINATED OR UNAVAILABLE BY BUREAU OF LABOR STATISTICS, THE DEPARTMENT OF GENERAL SERVICES WILL SELECT A COMPARABLE SERIES IDENTIFICATION NUMBER OR INDEX TO SUBSTITUTE.

CONTRACT SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE BUREAU. THE BUREAU MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY 3 MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. FORMAT SHALL BE AT VENDORS OPTION PROVIDING THAT, AS A MINIMUM, THE REPORT REFLECTS THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT MUST BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES. ADDITIONALLY, VENDORS WHO ARE DETERMINED TO BE IN DEFAULT OF THIS MANDATORY REPORT REQUIREMENT WILL NOT BE ALLOWED TO BID ON ANY FUTURE REQUIREMENTS.

CONTRACT PRICE IS F.O.B. DESTINATION AND INCLUDE ALL SHIPPING, HANDLING AND ADMINISTRATIVE CHARGES

PAYMENT TERMS ARE NET, 30 DAYS

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	31054	M	20.0000

ENVELOPES, PRINTED, STOCK SIZES (25,000 AND OVER)

\*

#10 WINDOW ENVELOPES-WHITE, PRINTED (BLACK INK) WITH RETURN ADDRESS.

BREAKDOWN: 17M -FOR RENTER'S

74M -FOR HOMEOWNER'S

(SAME ENVELOPE USED FOR BOTH)

SDAT INDICIA (PRESORT PERMIT NUMBER FOR VENDOR MAILING)

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0002	31054	M	20.0000
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ENVELOPES, PRINTED, STOCK SIZES (25,000 AND OVER)

\*

#10 REGULAR ENVELOPE- WHITE STOCK, PRINTING(BLACK INK)

BREAKDOWN: 15M- RENTER'S FOR DELIVERY TO THE DEPT.

75M- HOMEOWNER'S FOR DELIVERY TO DEPT.

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0003	31054	M	19.6000
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ENVELOPES, PRINTED, STOCK SIZES (25,000 AND OVER)

\*

#9 REGULAR ENVELOPE (RECYCLED WOVE, PRINTED FOR BUSINESS RETURN,  
ENVELOPE COLORS INDICATED BELOW.

BREAKDOWN:

17M -RENTER'S- (YELLOW) LAZER IMAGED FOR MAILING WITH  
ITEM #4 (9M) AND ITEM #5 (8M).

15M- RENTER'S -(YELLOW) FOR DELIVERY TO DEPT.

74M- HOMEOWNER'S-(BLUE) LAZER IMAGE FOR MAILING WITH ITEM# 6 (65M)  
AND ITEM #7 (9M).

85M-(BLUE), FOR DELIVERY TO DEPT.

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0004	96612-039000	M	73.8700
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PRINTED FORMS, CUSTOM IMAGED & MAILED

FORM: RENTER'S TAX CREDIT APPLICATION FORM RTC-60 (LONG FORM)

SIZE: OPEN 11 X 18 CUSTOM CONTINUOUS (FOLDED: 8 1/2 X 11)

STOCK: 20 LB. REGESTERBOND YELLOW, 81-83 BRIGHTNES, 89-90 OPACITY,  
.0040 CALIBER (NO LESS)

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PRINTING: BLACK OVER BLACK, EACH DOCUMENT MUST BE VARIABLE IMAGED, USING A MINIMUM IMAGE QUANTITY OF 280X 280 DPI (LAZER) FROM STATE SUPPLIED TAPES (6250 BPI) FIXED RECORD LENGTH OR 3440 TAPE CARTRIDGE TECHNOLOGY. EACH RECORD WILL CONTAIN ALL DATA REQUIRED FOR THE COMPLETION OF EACH APPLICATION, WITH EXCEPTION OF VENDOR PROGRAMED 3 OF 9 BAR CODE. DATA TAPE AVAILABLE TO AWARDED VENDOR APPROX. TWO (2) WEEKS PRIOR TO THE COMPLETION DATE OF EACH RUN. ALL PIECES MUST BE MAILED FROM A MARYLAND POST OFFICE. TEST TAPES FOR FORMS WILL BE MADE AVAILABLE TO THE VENDOR WITHIN A REASONABLE TIME UPON REQUEST.

FINISHING: PERFORATED ON FOLD, (11 INCH SIDE)

PROOF REQUIRED FOR MINOR ALTERATIONS ON STANDING FORM.

**BREAKDOWN:**

9M - FOR VENDOR MAILING, LASER IMAGED WITH ADDRESS TO BE SUPPLIED, FOLDED, INSERTED WITH #9 YELLOW ENVELOPE, INSIDE #10 WINDOW ENVELOPE, SEALED.

15M - DELIVERED TO DEPT., FOLDED, INSERTED WITH #9 YELLOW ENVELOPE, INSIDE #10 REGULAR ENVELOPE, NOT SEALED. PACKAGED IN MAIL TRAYS 300/400 TRAY: LIMIT 3 TRAYS PER CARTON.

50M - DELIVERED TO DEPT., FLAT ( 8 1/2 X 11), PACKED 1000 PER CTN.

**DELIVERY ADDRESS:**

DEPT. OF ASSESSMENTS & TAXATION  
ATT: SILMA RAYMOND RM 900  
301 W. PRESTON ST.  
BALTIMORE, MD, 21201 INSIDE DELIVERY.

0005	96612-039000	M	82.8400
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PRINTED FORMS, CUSTOM IMAGED & MAILED

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FORM: RENTER'S TAX CREDIT APPLICATION RTC-60 EZ (SHORT FORM)

SIZE: 8 1/2 X 11.

STOCK: 20 LB. REGISTER BOND, YELLOW, 81-83 BRIGHTNESS, 89-90

OPACITY .0040 CALIBER (NO LESS)

PRINTING: PRINTED BLACK, BOTH SIDES, OTHER DETAILS- AS PER FORM  
RTC-60 (LONG FORM)

PROOF REQUIRED FOR MINOR ALTERATIONS ON STANDING FILM.

FOR VENDOR MAILING- LASER IMAGED WITH ADDRESSES TO BE SUPPLIED, FOLDED, INSERTED WITH #9 YELLOW ENVELOPE, STUFFED INSIDE #10 WINDOW ENVELOPE, SEALED.

0006	96612-039000	M	66.9100
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PRINTED FORMS, CUSTOM IMAGED & MAILED

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FORM: HOMEOWNER'S TAX CREDIT APPLICATION FORM HTC-60 (LONG FORM)  
SIZE: OPEN 11 X 18 CUSTOM CONTINUOUS (FOLDED 8 1/2 X 11)  
STOCK: 20 LB. REGISTERED BOND WHITE, 81-83 BRIGHTNESS, 89-90  
OPACITY .0040 (NO LESS)  
PRINTING: PMS 285 (BLUE) OVER PMS 285, OTHER DETAILS AS PER FORM  
RTC-60.  
PROOF REQUIRED FOR MINOR ALTERATIONS ON STANDING FILM.  
FINISH: PERFORATED ON FOLD (11 INCH SIDE)  
BREAKDOWN:  
65M - FOR VENDOR MAILING, LASER IMAGED WITH ADDRESSES TO BE SUP-  
PLIED, FOLDED, INSERTED WITH #9 REGULAR BLUE ENVELOPE, INSIDE  
#10 WINDOW ENVELOPE, SEALED.  
75M - DELIVERY TO DEPT., FOLDED, INSERTED WITH #9 BLUE ENVELOPE,  
INSIDE #10 REGULAR ENVELOPE, NOT SEALED.  
85M - DELIVERED TO DEPT., FLAT ( 8 1/2 X 11), PACKED 1000/CARTON

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0007	96612-039000	M	79.9800
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PRINTED FORMS, CUSTOM IMAGED & MAILED

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FORM: HOMEOWNERS TAX CREDIT APPLICATION HTC-65 EZ (SHORT FORM)  
SIZE: 8 1/2 X 11.  
STOCK: 20 LB. REGISTER BOND WHITE, 81-83 BRIGHTNESS, 89-90 OPACITY  
.0040 CALIBER (NO LESS)  
PRINTING: PMS 285 (BLUE) OVER PMS 285, OTHER DETAILS AS PER  
HTC-60 (LONG FORM)  
PROOF REQUIRED FOR MINOR ALTERATIONS ON STANDING FILM.  
FOR VENDOR MAILING, LASER IMAGED WITH ADDRESSES TO BE SUPPLIED  
FOLDED, INSERTED, WITH #9 ENV., INSIDE #10 WINDOW ENV., SEALED.

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0008	96612-039000	LT	150.0000
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PRINTED FORMS, CUSTOM IMAGED & MAILED

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SET-UP AND FURNISH ON DISK PDF FILES FOR HTC & RTC LONG FORMS FOR  
POSTING TO WEBSITE.  
\*\* ALL QUANTITIES ARE APPROXIMATE.  
\*\* STANDING NEGATIVES AVAILABLE, ITEMS 4 TO 7 NEED MINOR ALTERATIONS  
\*\* EACH FORM AND EACH ENVELOPE IS DISTINCTLY DIFFERENT FROM ONE  
ANOTHER, ADDITIONALLY EACH FORM REQUIRES A DIFFERENT PROGRAM FOR  
LASER IMAGING-SIMPLEX.

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\*\* NO MORE THAN 3% QUANTITY OVER-RUNS BY VENDOR IS PERMISSIBLE.  
SAMPLES AVAILABLE FOR REVIEW: CONTACT SILMA RAYMOND 410 767-5758.

END OF ITEM LIST

THIS PROCUREMENT WAS WAS CONDUCTED AS A COMPETITIVE SEALED BID.  
THE AWARD WILL BE TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER  
(BASIS FOR AWARD).

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL  
INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE  
SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, REYCLABLE,  
AND/OR BIODEGRADABLE MATERIALS.

STATE TOLL FREE PHONE NO. AND FAX NO. ON LINE 001 OF YOUR BID.

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### C O N T R A C T

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AVAILABLE TO:	DESIGNATED AGENCY ONLY (X)
	ALL STATE OF MARYLAND AGENCIES ( )
	STATE AGENCIES AND POLITICAL SUBDIVISIONS ( )

ORIGINAL BPO:	#001B1400354	DATE:	11/16/10
1ST RENEWAL OPTION:	#001B2400329	DATE:	11/16/11
2ND RENEWAL OPTION:	#001B3400206	DATE:	10/31/12
3RD RENEWAL OPTION:	#001B4400246	DATE:	11/13/13
4TH AND FINAL RENEWAL OPTION:	#001B5400186	DATE:	10/23/14

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AUTHORIZED BY:

*Silma Raymond*

BUYER AUTHORIZED DESIGNEE

DATE:

*10/24/14*